



STATE OF MICHIGAN
DEPARTMENT OF CIVIL SERVICE

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STATE PERSONNEL DIRECTOR OFFICIAL COMMUNICATION

SPDOC No. 05-03

TO: ALL APPOINTING AUTHORITIES, PERSONNEL OFFICERS, AND RECOGNIZED
EMPLOYEE ORGANIZATIONS

FROM: JAMES D. FARRELL, STATE PERSONNEL DIRECTOR

DATE: MARCH 28, 2005

SUBJECT: CIVIL SERVICE REGULATIONS

The Chapter 5 regulations referenced below have been revised to reflect recent changes to the Civil Service Rules and for clarification purposes.

Regulation 5.02, *Premium Payment of Overtime, On-Call Compensation, and Callback Compensation*, reflects the addition of the word "accumulation" to h. (2) on page 6. **Regulation 5.04**, *Special Pay Premiums*, has a new standard (J) and an additional number (6) in the procedure to address necessary action when an employee becomes ineligible for P-rate compensation. **Regulation 5.07**, *Performance-Pay Programs*, reflects minor word deletions and changes to Standard C. (6) and (7) and Standard F. (3). **Regulation 5.08**, *Paid Holidays*, incorporates the Civil Service Commission approval of an Election Day holiday. **Regulation 5.09**, *Annual, Personal, and School and Community Participation Leave*, reflects minor changes to Standard A. (2)(f) and (5) to incorporate the Commission's approval that increases the annual leave maximum accumulation cap at each level by 40 hours, while leaving payoff caps the same. Standard A. (4) also has new language that clarifies that an employee may not receive any annual leave payoff when moved from one state department to another as a result of an executive reorganization. In addition, Standard C. reflects new language to include community participation leave. For **Regulation 5.13**, *Disability Payment for Duty-Incurred Injuries*, Standard K. (1), has been changed to reflect that approvals and extensions for supplemental duty-disabled pay go to the director of the Employee Health Management Division rather than the director of Employee Benefits.

In accordance with Standard C. of Regulation 1.01, *Issuance of Civil Service Regulations*, the attached regulations are being issued with an effective date of March 27, 2005.

Questions regarding these regulations should be directed to Janet McClelland, Chief Deputy Director, Department of Civil Service, P.O. Box 30002, Lansing, Michigan, 48909.

Attachments

THIS DOCUMENT IS AVAILABLE UPON REQUEST IN ALTERNATIVE ACCESSIBLE FORMATS TO
INDIVIDUALS WITH DISABILITIES. FOR FURTHER INFORMATION CALL:
VOICE (517) 373-2754, TTY (517) 335-0191, OR MICHIGAN RELAY CENTER (800) 649-3777.
Copies of Regulations may be viewed in Department of Civil Service's Regulatory Information Web site, at
http://www.michigan.gov/mdcs/1,1607,7-147-6877_8154---,00.html